

Most Frequently Contacted Agencies

AZ Corporation Commission

1200 W. Washington, Phoenix, AZ 85007
(602) 542-3076
www.cc.state.az.us

AZ Department of Commerce

1700 W. Washington, Ste. 600
Phoenix, AZ 85007
(602) 771-1100
www.azcommerce.com

AZ Department of Insurance

2910 N. 44th St., Ste. 210
Phoenix, AZ 85018-7256
(602) 364-3100
www.id.state.az.us

AZ Department of Liquor Licenses

800 W. Washington, 5th Floor
Phoenix, AZ 85007
(602) 542-5141
www.azll.com

AZ Department of Revenue

1600 W. Monroe, Phoenix, AZ 85007
(602) 716-6090
www.revenue.state.az.us

AZ Registrar of Contractors

800 W. Washington, 6th Floor
Phoenix, AZ 85007-2940
(602) 542-1525
www.rc.state.az.us

AZ Secretary of State

1700 W. Washington, 7th Floor
Phoenix, AZ 85007-2888
(602) 542-4285
www.azsos.gov



**Home of the
London Bridge**

Business License Frequently Asked Questions



Lake Havasu City

Tax and License

2330 McCulloch Blvd. N.
Lake Havasu City, AZ 86403

Website: lhcaz.gov

Email: yarnoc@lhcaz.gov

(928) 453-4153 Telephone
(928) 855-0551 Fax
(866) 248-4150 Toll Free
(928) 855-3945 TDD

Welcome to Lake Havasu City!

This brochure provides brief answers to frequently asked questions regarding business licensing. You will find additional answers to Tax and License questions in other brochures published by Lake Havasu City.

Prepared by:
Lake Havasu City
2330 McCulloch Blvd. N.
Lake Havasu City, AZ 86403-5950

www.lhcaz.gov

1. I want to go into business but I don't have any idea how to get started. Where can I get the help that I need?

There are several agencies who are more than willing to help a person get into business.

If you are in need of a business loan, you can contact the Arizona District Office of the U.S. Small Business Administration at (602) 745-7200 or go online to www.sba.gov/az.

If you need help in setting up a business plan, you can contact SCORE in Lake Havasu City at 453-5951. They are located at Bank of America (10 Acoma Blvd.).

2. How do I obtain a business license?

Forms can be filled out on the City website at www.lhcaz.gov. Go to forms and then business licensing application. Mail, fax, or drop off the completed form with payment.

3. What is required to get a business license?

Lake Havasu City will need the name of the business, business address, mailing address, owner name(s), home address, home phone, driver license number, date of birth, type of business, your signature, and to collect the business license fee with your application.

4. How do I get a sales tax number?

You can apply online with the Arizona Department of Revenue (ADOR) at www.aztaxes.gov or you can drop by City Hall to pick up the forms for mailing to ADOR. It will take three weeks to get your sales tax number.

5. Does Arizona require the filing of a fictitious name?

Arizona does not require the filing of a fictitious name.

6. Do I need a federal ID Number?

If you are a sole owner, a federal ID number is not required.

If you are a corporation, LLC, partnership, or LLP, you are required to obtain a federal ID number. Forms are available at City Hall.

7. What are the rules for being a handyman?

As a handyman, you must stay under \$1,000 per job, including materials and labor, no matter who buys the materials.

In accordance with the Arizona Registrar of Contractors, any advertising that you do including business cards, letterhead, proposals, and media advertising must state, "not state licensed."

In accordance with the Arizona Department of Revenue, you must obtain an Arizona state sales tax license along with a \$2,000 taxpayer bond. You will need to call an insurance company to obtain the sales tax bond.

8. Where do I go to get a contractor's license?

The satellite office for the Registrar of Contractors is located at 231 Swanson Ave. #100. Their phone number is 855-2144.

9. If I sell food, what is required of me?

You must notify the Mohave County Environmental Health Department if you sell any type

of food or beverage. This includes the following:

- ♦ Bar, restaurant, grocery, bakery, meat market, liquor or convenience store, bottled water, ice, caterer, mobile food vendors.
- ♦ Daycare, adult care home, vending machine food, warehouse, food processor.

You must notify the Mohave County Environmental Health Department if you operate any of the following non-food businesses:

- ♦ Semi-public pools or spas, RV park, pet shop, kennel, and animal groomer.

The county health department's office is located at 2001 College Dr. Their phone number is 453-0712.

10. Who do I talk to if I want to become a corporation or LLC?

Contact the Secretary of State or go online to www.azsos.gov.

Contact the Arizona Corporation Commission or go online to www.cc.state.az.us.

11. How do I know if the zoning is correct for the type of business I want to do?

Call the City's Planning and Zoning Division at 453-4148 before applying for a City business license. Business licenses can be denied if they are not located in the proper business zone.
